

Bracebridge Heath Parish Council - Data Map

Information type	Document name	Type of data held	Category of individual	Where does the data go?	Where and how is the data stored?	What security measures do you use?	Processing purpose	Lawful basis processing data	Minimum Retention period
Services									
Allotment register	Master Allotment Register	Name, address	Tenant	Office staff	Parish Council Sharepoint	Two factor authentication	Management	Contract	Indefinite
Allotment tenancy agreements	Tenancy agreements	Name, address	Tenant	Office staff / intended recipient	Parish Council Sharepoint	Two factor authentication	Management	Contract	Indefinite
Allotment Correspondence	Notice of termination	Name, address, email address	Tenant	Office staff / intended recipient	Parish Council Sharepoint	Two factor authentication	Management	Contract	Indefinite
Allotment Waiting list	Allotment waiting list	Name, address, email address	Resident	Office staff	Parish Council Sharepoint	Two factor authentication	Management	Contract	Until there is no longer an administrative requirement
Pavilion / Facility hire	Hallmaster online	Customer name, address, email address / invoices to individuals	Hirers	Office staff/intended recipient	Parish Council Sharepoint	Password protected	Management	Consent / contract	Until there is no longer an administrative requirement
Accident records	Accident records	Records of accidents, names, address	hirers, employees, volunteers	Office Staff, intended recipient	Parish council sharepoint	Two factor authentication	Health and Safety	Legal obligation	3 years
Complaints, correspondence, official requests									
Email / letter correspondence	Various letters and emails from and to residents or members of the public	Names, address, email address	Members of public	Clerk/ Council/intended recipient	Parish Council Sharepoint	Two factor authentication	Management	Public task	Until there is no longer an administrative requirement
Neighbourhood Plan Steering Group Information	Various documents/reports/correspondence / minutes in relation to the Neighbourhood Plan Steering Group	Name, address, email address	Representatives from the group/residents	Office staff/Council	Parish Council Sharepoint	Two factor authentication	Management	Public Task	N/A
Correspondence/Legal documents	Various documents/correspondence regarding the Village Hall	Name, address, email address	Employee/Trustee/Committee members	Office staff	Parish Council Sharepoint	Two factor authentication	Management	Contract	Until there is no longer an administrative requirement
Email / letter correspondence	Annual Parish Meeting letters 2020 and 2021	Name, address	Local groups	Office staff/intended recipient	Parish Council Sharepoint	Two factor authentication	Public interest	Public task	Until there is no longer an administrative requirement
Official requests	Various emails/correspondence/ICO paperwork/SAR requests / log of requests	Names, address, email address	resident	Clerk/Council	Parish Council Sharepoint	Two factor authentication	Management	Public task	Until there is no longer an administrative requirement
Neighbourhood Plan sub-committee	Correspondence	Name,email address	Resident / councillors	Office staff / Council / Neighbourhood Plan Sub-committee members	Dropbox	Password protection	Management	Public task	Until there is no longer an administrative requirement
Electoral register									
Electoral register	BBH Full register 2020	Resident name address	Residents	Clerk	Parish Council Sharepoint	Two factor authentication	Public interest	Public task	Until there is no longer an administrative requirement
Financial									
Finance	Sage records	Contractor / beneficiary details - name, address, bank account information	Contractor, tenant, hirer, employees, other payees	Clerk / Council (as required) / Council's bank to make payments	Parish Council Sharepoint	Two factor authentication	Management / financial	Legal obligation	7 years (financial information)
Finance	Purchase Orders	Names,address,email	Contractor	Office Staff	Parish Council Sharepoint	Two factor authentication	Management	Legal obligation	Until there is no longer an administrative requirement
Finance	Invoices (sales and purchase)	Names,address,email	Customer / supplier	Office staff/intended recipient	Parish Council Sharepoint / filing cabinet	Two factor authentication	Management	Legal obligation / Contract	7 years
Finance	Audit documents	Name,address	Employee/ Councillor	Office staff/intended recipient	Parish Council Sharepoint / filing cabinet	Two factor authentication	Legal requirements	Legal obligation	7 years

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Finance	Authorisation documehts	Name, signature, beneficiary details including name, bank account information and amount paid.	Employees, contractors, any other beneficiaries	Clerk	Parish Council Sharepoint / filing cabinet	Two factor authentication	Legal requirement	Legal obligation	7 years
Parish Council Grants	Various grant applications / log of grant requests	Name, email address, address, telephone	Resident / village organisation	Clerk/Council	Parish Council Sharepoint	Two factor authentication	Management	Public task	5 years
Finance	Salaries	Salary information for staff	Employees	Clerk	Parish Council Sharepoint	Two factor authentication	Contract	Contract	Until there is no longer an administrative requirement
Finance	Change of account signatories	Names of councillors	Councillors	Clerk / Council's bank	Parish Council Sharepoint	Two factor authentication	Consent\ contract	Contract	Until there is no longer an administrative requirement
Minutes									
Minutes	All council and committee minutes	Names	Councillors / community members	Council members, website	Parish Council Sharepoint, filing cabinet, publicly available	N/A publicly available	Legal requirement	Public task	Indefinite
Minutes	Names of attendees	Name	Representatives from other local authorities	Office staff / Council	Parish Council Sharepoint	Two factor authentication	Management	Publi task	Until there is no longer an administrative requirement
Employment information									
Employment contracts	Redacted_contract	Name, address / employment information/ salary	Employee	Employee / Clerk	Parish Council OneDrive / locked storage	Two factor authentication	Contractual	Contractual	Term of employment + 6 years
Employment information / personal identification	Redacted_employee info form	Name, address	Employee	Employee / Clerk	Onedrive / locked storage	Two factor authentication	Contractual	Contractual	Term of employment + 6 years
Payroll	Payslips for all members of staff	Name, address, National Insurance number	Employee	Employee/HMRC	Onedrive / locked storage	Two factor authentication	Legal obligation	Legal obligation	Last financial year + 3 years
Payroll	Monthly Pay records	Name, address, National Insurance number	Employee	Clerk / HMRC	Onedrive / locked storage	Two factor authentication	Legal obligation	Legal obligation	Last financial year + 3 years
Pension documents	Pension enrollment records / monthly returns	Name, address, salary	Employee	Clerk / Pension provider	Onedrive / locked	Two factor authentication	Legal obligation	Legal obligation	Term of employment + 6 years
HMRC records	P60, P45, other submissions	Name, address, National Insurance number, salary information	Employee	Clerk / HMRC / employee	Onedrive / locked	Two factor authentication	Legal obligation	Legal obligation	Last financial year + 3 years
Training records	Training Record	Name	Councillor / employee	Clerk/ Council	Parish Council Sharepoint	Two factor authentication	Management	Contractual	Until there is no longer an administrative requirement
Contact information and consent forms									
Contact information for village organisations and representatives	All documents in the folder	Names, addresses, email address	Members of public\ village organisations	Office staff	Parish Council Sharepoint	Two factor authentication	Management	Consent / contractual	Until consent is withdrawn
Contact list	Cliff Cluster contact list	Name, email address	Representatives from other local authorities	Office staff	Parish Council Sharepoint	Two factor authentication	Management	Consent	Until there is no longer an administrative requirement
Contact lists	Council members and committees	Names, email address, committee membership	Councillors, community members	Office staff	Email account	Two factor authentication	Management	Consent	Until there is no longer an administrative requirement
Contact details	Volunteer contacts	Name, address, email address/health issues (if disclosed)	Volunteer	Clerk/ accessible to other volunteers in an emergency	Parish Council Sharepoint / locked filing cabinet	Two factor authentication / locked storage	Health and Safety	Legal obligation	Term of volunteering

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Contact details	Volunteer contact list	Name, email address	Volunteer	Office staff	Parish Council Sharepoint	Two factor authentication	Health and Safety	Legal obligation	Term of volunteering
Noticeboard publication	Councillor names / contact details for county/district councillors	Names /addresses	Councillors / district and county councillors	Publicly available	Parish Council Sharepoint	N/A publicly available	Management	Public task	Term of office
Consent forms	All documents in the folder	Name, email address, signature	Councillor	Clerk	Parish Council Sharepoint	Two factor authentication	Management	Consent	Until there is no longer an administrative requirement
Declaration of acceptance of office	All documents in the folder	Name, signature	Councillor	Clerk	Parish Council Sharepoint	Two factor authentication	Legal requirement	Legal obligation	Term of office
Declaration of interests	All documents in the folder	Name, signatures, employer, home address	Councillor	Clerk / NKDC monitoring officer	Parish Council Sharepoint	Two factor authentication	Legal requirement	Legal obligation	Term of office
Meeting attendance information	Councillor attendance	Name, attendance dates	Councillor	Council, website	Parish council Sharepoint / website	N/A publicly available	Management	Public task	N/A published in annual reports

Council Contact details - Data Controller

Contact name: Stacey Knowles, Clerk to Council
Contact phone number: 07899 888530
Contact email: clerk@bracebridge-heath.co.uk

Data Protection Officer

Authority not required to have a DPO.